

# KANSAS

## State Licensing Instructions

### PLEASE TYPE OR PRINT LEGIBLE

1. Complete the Application for Automobile Club Agent Registration
2. Once you submit your application and filing fee, we will complete the NOTICE OF APPOINTMENT on page 2. The Notice of Appointment must be completed *BEFORE* the form is submitted to the State of Kansas.
3. Page 1 of the form must be completed in its entirety
4. You must provide your email address on the form
5. Your information will go in the fields for Business Entity Name/Address etc
6. Make all necessary attachments, if any
7. You will need to submit an original form that includes your original signature. We cannot accept a fax, email or photocopy of a signature.
8. The form must be mailed in with the following filing fees:
  - a. ***Check or Money Order in the amount of \$15.00, made payable to Motor Club of America.***

### Mail form and filing fee to:

Motor Club of America Enterprises, Inc.  
3200 W Wilshire Blvd  
Oklahoma City OK 73116

### **Please Note:**

1. ***The State of Kansas will run a background check once they receive your application***
2. ***Providing false information on your application will result in your application being denied by the State of Kansas. The State of Kansas will require you to pay a \$100.00 fine to avoid the denial in the event they discover any false/inaccurate information.***

**KANSAS INSURANCE DEPARTMENT**  
**APPLICATION FOR**  
**AUTOMOBILE CLUB AGENT REGISTRATION**  
**AND NOTICE OF APPOINTMENT**

**CHECK HERE:**  
Resident   
Nonresident

**\$15 Application/Registration Fee**

*Please Print or Type*

Name of Automobile Club Company \_\_\_\_\_

Name in Full \_\_\_\_\_  
*(Last) (First) (Middle)*

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male  Female   
*(Month) (Day) (Year)*

Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

Resident Address \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*

Mailing Address \_\_\_\_\_  
If Different Than Above *(Street or P.O. Box) (City) (State) (Zip Code)*

Business Address \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*

Email Address \_\_\_\_\_

1. Has the Kansas Insurance Department or any other regulatory agency ever denied your application for, or suspended or revoked, your automobile club agent registration or any other license or registration? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_ If yes, attach a copy of the Order or provide appropriate date and department name. \_\_\_\_\_
2. Have you ever had any occupational licenses revoked or suspended? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_ If yes, attach a copy of the Order or provide relevant date and regulatory agency name. \_\_\_\_\_
3. Have you ever been convicted of or pled guilty or nolo contendere (no contest) to any misdemeanor or felony, or do you currently have any pending misdemeanor or felony charges filed against you? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_ (See Guidelines for instructions)

If the answers to any of the questions contained in this application require more space, use separate sheets of paper.

**I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties. I authorize the release to the Kansas Insurance Department of any information relative to any convictions contained in the files of any law enforcement or investigative agency without prejudice or liability on the part of the state of Kansas, any law enforcement or investigative agency, the Kansas Insurance Commissioner, the Kansas Insurance Department, or any agent or employee thereof. I affirm that all answers on this application and any supplementary pages attached have been completed by me personally, are complete, and to the best of my knowledge are true. On the basis thereof, I hereby apply for a license as an agent in accordance with the Insurance Laws of Kansas. I agree not to solicit, receive, or forward applications to any automobile club until I have in my possession a club registration from the Commissioner of Insurance.**

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Applicant)*

\_\_\_\_\_  
*(Print or Type Name of Applicant)*

(Over)

CLUB AGENTS: Each person licensed in this state as a club agent shall, within thirty (30) days of occurrence, report to the Commissioner of Insurance:

- a. Each disciplinary action on the agent's license or licenses by the insurance regulatory agency of any other state or territory of the United States.
- b. Each disciplinary action on an occupational license held by the licensee, other than a club agent's license, by the appropriate regulatory authority of this or any other jurisdiction.
- c. Each judgment or injunction entered against the licensee on the basis of conduct involving fraud, deceit, misrepresentation, or violation of any insurance law.
- d. All details of any conviction of a misdemeanor or felony. Details should include the name of the arresting agency, the location and date of the arrest, the nature of the charge or charges, the court in which the case was tried, and the disposition rendered by the court. Minor traffic violations may be omitted.
- e. Each change in name; where the change of name shall be by court order, a copy of the court order shall be furnished to the Commissioner of Insurance.
- f. Each change in residence address.
- g. Each change in the name or address of the agency with which the agent is associated.

### NOTICE OF APPOINTMENT

I, the undersigned, acting with proper authority, certify that the \_\_\_\_\_ Auto Club has conducted a diligent inquiry and investigation of this applicant's background, including financial stability and personal characteristics; that under personal supervision and instruction of \_\_\_\_\_, this applicant has become knowledgeable in the field of automobile service contracts and the laws of this state pertaining thereto; that this applicant has personally read and understands K.S.A. 40-2501, *et seq.*; that this applicant thoroughly understands the differences between an automobile service contract and an insurance policy; that we have received personal endorsements of this applicant that commend the applicant of good reputation. We further agree not to receive any applications from this appointee until such time as we have received confirmation from the Commissioner of Insurance. Upon termination of this applicant's contract or employment with this club, we agree to notify the Commissioner of such termination as required by K.S.A. 40-2508.

\_\_\_\_\_  
(Signature of Automobile Club Official)

\_\_\_\_\_  
(Print or Type Full Name of Official)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Date)

NOTE: Agents' Social Security numbers are requested pursuant to K.S.A. 74-139.

**FOR DEPARTMENT USE ONLY:**

Date \_\_\_\_\_

By \_\_\_\_\_

## GUIDELINES FOR ANSWERING QUESTION 3

### Traffic Violations

1. Minor traffic violations need not be disclosed.
2. For the purpose of the Application for Agent's License, the following are **not** considered minor traffic violations and must be disclosed.
  - a. Vehicular homicide.
  - b. Driving while intoxicated or driving under the influence of alcohol or drugs.
  - c. Driving while driver's license has been canceled, suspended or revoked.
  - d. Making false statements on an application for a driver's license.
  - e. Any crime punishable as a felony wherein a motor vehicle was used in the perpetration of such crime.
  - f. Leaving the scene of an accident without stopping to report it.
  - g. Failing to maintain continuous motor vehicle liability insurance.

### "Yes" Responses

If you answered "Yes" to Question 3, please provide all details of each offense on a separate sheet of paper, including, but not limited to:

1. a written statement explaining the circumstances of each incident,
2. a copy of the charging document,
3. a copy of the official document, which demonstrates the resolution of the charges or any final judgment

**NOTE:** "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence, or a fine.

**Note:** -- *Failure to provide the above requested information in connection with a "Yes" response delays the processing of your application. Any omissions or false answers on the application and any supplementary pages attached may result in denial of your application.*

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